

Provincial Program Adviser

Position Description

Established April 22, 2016, Revised March 2019

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To support and promote all learning and engagement activities relating to branch specific programming activities for girls.

ACCOUNTABILITY

Provincial Council through the Provincial Girl Engagement Coordinator.

RESPONSIBILITIES

- Where applicable in a provincial jurisdiction is Chair of the Provincial Program Sub-Committee;
- As Chair of the Provincial Program Sub-Committee:
 - Recruits, orients, and mentors members of the Program Sub-Committee;
 - Fosters a cooperative, collaborative, and supportive environment with sub-committee members;
 - Ensures that the sub-committee meets on a regular basis and a record of all meetings is maintained;
 - Prepares and monitors the budget for the sub-committee; and,
 - Identifies any personal learning needs that will enhance performance as the Chair of the Program Sub-Committee.
 - Explores, investigates, and promotes new and creative ways of enhancing, enriching, and presenting girl programs;
 - As a member of the Girl Engagement Committee participates in developing strong collaborative relationships amongst the Program, Camping, and International sub-committees and with the Elected Member - Youth;
 - Plans and organizes a variety of provincial events and activities for girls; • Ensures that planned activities are aligned with GGC's Strategic Priorities; • Liaises with Areas/Communities and Districts to support the implementation of program opportunities for girls;
 - Assists with the coordination of Lone girls to unit(s) that will support their programming;
 - Ensures Guiding is accessible to girls and Guiders by increasing awareness, understanding, and acceptance of Members with special needs, embracing cultural awareness, diversity, and inclusivity in programming for all branches;
 - Through training and special events, promotes environmental awareness, healthy living, body image, science and technology, community service, camping, and international programming;
 - Contributes to the advancement and understanding of GGC programming within the Provincial Council jurisdiction;
 - Liaises with, consults, and fosters resources exchange with other provincial Program Advisers;



- Reviews and evaluates all program ideas originating from the membership for consideration of provincial implementation;
- Contributes to the creation and publication of articles/newsletters and messaging on matters of girl programs; and,
- Other duties as assigned by Provincial Council.

NS Specific

- Ensure an inventory of all equipment belonging to GGC is maintained on file at the guide office.
- Ensure current resource materials are maintained in the lending library at the guide office as appropriate?? Is this current practice
- Monitor the program budget and approve and sign expense claims as appropriate.
- Provide written updates for each provincial council meeting and an annual report to Girl Engagement Coordinator
- Attend provincial networking advisory conferences and submit reports accordingly and bring forward suggestions and proposals.
- Receive regular reports from and keep current on, the work of Advisory Committee members.
- Liaise with the area program advisers to support the implementation of program opportunities for girls in their respective areas.
- Actively participate in GE forum meetings.
- In consultation with GEC complete the Budget forms and working papers in preparation for annual budget.
- Maintain and monitor the Program email, at least three times a week and respond in a timely manner.
- When creating and executing Provincial events, adhere to event time line.
- complies with all provincial processes.

QUALIFICATIONS

- Knowledge of programming for all branches;
- A commitment to and passion for GGC;
- Ability to work with a team and to chair meetings;
- Ability to exercise critical, analytical, and decision-focused skills;
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources;
- Ability to develop resource materials for a variety of provincial program challenges; and,
- Ability to plan exciting, attractive, and engaging activities and events.

TERM

Three (3) years

